

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, June 15, 2011
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of April 20, 2011

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on the job specification revisions for the position of **Water Distribution Maintenance Leadworker** in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revisions for the position of **Water Distribution Maintenance Leadworker** in the Public Works Department mending the City's Classification Plan.

6. NOMINATIONS FOR ELECTION OF CHAIR AND VICE-CHAIR

Nominations will be accepted for election of chair and vice-chair. Motion to elect will be held during the July 20, 2011 meeting in compliance with Huntington Beach Municipal Code 2.72.080.

7. COMMISSION GOALS FOR THE COMING YEAR

- Personnel Commission Goals
- Personnel Commission Bylaws

8. LABOR RELATIONS UPDATE

9. SECRETARY'S REPORT

- Position Vacancy Report – June 2011

10. INFORMATION ITEMS

- Grievance Report – June 2011

11. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

12. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of July 20, 2011.

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Pending approval by Personnel Commission at the meeting on 6/15/11
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 5:33 PM.

ROLL CALL

Commissioners present: Barton, Bush, Garner, Inglee, and Lipson
Commissioners absent: Clemens, Elford
Others Present: Michele Carr, Director of Human Resources
Mike Vigliotta, Deputy City Attorney III
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Garner to approve the minutes for the March 16, 2011 meeting (passed 4:2:1 Garner abstain).

PUBLIC HEARING

- a. Approve the job specification revisions for the position of **Maintenance Worker** in the Public Works Department amending the City's Classification Plan.

Commissioner Inglee recommended adding "Attends appropriate hazard exposure training for related duties as assigned."

A motion was made by Commissioner Lipson and seconded by Commissioner Garner to approve the revised job specification as amended (passed 5:2)

- b. Approve the job specification revisions for the position of **Water Systems Technician I** in the Public Works Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and seconded by Commissioner Inglee to approve the revised job specification after the addition of "Class B driver's license with HAZMAT Handler permit within one (1) year of hire." (passed 5:2)

COMMISSION GOALS FOR THE COMING YEAR

Ms. Carr provided two (2) handouts for the Commissioners regarding recommendations for future goals and reference material with respect to bylaws. The reference material

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contains resources to use in the development of bylaws. These handouts were provided as information which can be reviewed at leisure and discussed at a future meeting.

LABOR RELATIONS UPDATE

Ms. Carr reported the City is in process of developing the budget and discussions continue with labor groups on possible concessions.

SECRETARY'S REPORT

Ms. Carr reported on the Position Vacancy Report dated April 7, 2011. The City continues to recruit those positions for which departments have demonstrated an exceptional need for filling the vacancy to the City Manager.

COMMENTS FROM COMMISSIONERS

Commissioner Lipson mentioned seeing Chief Small making an arrest on the cover of a Police Officers' Association magazine. He commented it was nice to see the Chief out in the field with the officers.

Commissioner Barton stated it was nice to see Mike Vigliotta.

Commissioner Garner stated he likes to go on a drive along with the Police Officers about once a year. He inquired if the City conducts any additional security on the employees who have access to the water areas. Ms. Carr responded that all City employees go through a local city and state fingerprint clearance; additionally those assigned to Police and Fire units are cleared through the FBI database.

Commissioner Bush thanked staff for all their good work.

INFORMATION ITEMS

There are no changes to the Grievance Status Report.

ADJOURNMENT

The meeting adjourned at 6:33 PM to the next regularly scheduled meeting of July 20, 2011.

ITEM # 5



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO WATER DISTRIBUTION MAINTENANCE LEADWORKER JOB CLASSIFICATION SPECIFICATION
DATE: JUNE 15, 2011

The **Water Distribution Maintenance Leadworker** is a multi-position classification within the water distribution job group, represented by the Municipal Employees Association (MEA).

Modifications to the **Water Distribution Maintenance Leadworker** job specification are recommended to enhance the job duties and qualifications and revise the type of driver's license needed to operate the equipment required in the course of work. The requested modifications are intended to update the classification to reflect the present hiring standards and are not materially sufficient to change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Public Works and Human Resources Departments. The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Water Distribution Maintenance Leadworker
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Water Distribution Maintenance Leadworker Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE LEADWORKER

PERSONNEL COMMISSION APPROVAL: JUNE 15, 2011 REVISED
COUNCIL APPROVAL: DECEMBER 2001

JOB CODE: 0379
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~With Under~~ general supervision, ~~oversees crews,~~ performs a variety of skilled and semi-skilled tasks in the maintenance of the City's water and distribution system, ~~and performs other duties as required within the scope of the classification.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Water Distribution Crewleader or as designated

Supervises: Skilled and non-skilled craft personnel

DISTINGUISHING CHARACTERISTICS

~~The Water Distribution Maintenance Leadworker is a-an advanced journey-level position responsible for coordinating and assigning the daily activities of other crew members while the Water Distribution Maintenance Crewleader serves as the working supervisor to monitor and oversee the work of the crew. working supervisor with responsibility for performing and leading workers that perform a variety of maintenance tasks. It is distinguished from the skilled trades classes that require journey level experience in a particular trade or craft. It is further distinguished from the Maintenance Service Worker class as a lead worker.~~

EXAMPLES OF ESSENTIAL DUTIES

- Assists the Crewleader/Supervisor in the planning and scheduling of overall work projects
- Assigns work to employees in crew; trains employees in work assignments and safe work practices; ensures adherence to project schedules

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE LEADWORKER

- ~~Performs a variety of duties in the maintenance~~ Maintains and repairs various components of the water distribution system, ~~including such as~~ installing and maintaining water valves, mains, services, air-vacs, blow-offs, pump outs, meters, and related appurtenances; locating and marking water mains; shutting down mainlines for maintenance or emergency reasons; servicing hydrants; exercising valves, and other ~~maintenance~~ procedures as required.
- Operates portable pumps, ventilators, generators, jackhammer and other pneumatic tools, gas detectors and similar portable equipment
- Maintains files on scheduled maintenance or repair work to be performed and records of all work completed ~~scheduled for maintenance or repair~~;
- ~~r~~ Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.
- ~~Assists in the training of employees;~~ s Supports and actively promotes the City's safety programs; performs periodic safety inspections; identifies and corrects safety hazards
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Water maintenance laws, rules, regulations, procedures and techniques including California drinking water regulations and California Department of Public Health (CDPH) drinking water program requirements
- National Pollutant Discharge Elimination System Best Management Practices
- Equipment safety policies and procedures; ~~a variety of water maintenance procedures and techniques;~~
- m Machinery, equipment and tools necessary for the installation, maintenance and repair of a public water system;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE LEADWORKER

- ~~occupational hazards~~ Occupational hazards and safety precautions applicable to maintenance and repair work in a potable water system, including trenching and shoring and confined space regulations.

- Traffic safety laws and regulations and proper vehicle operations

Ability to:

- Read and follow work orders and instructions;
- Perform a variety of maintenance tasks using hand and power tools
- Troubleshoot and solve basic mechanical and electrical problems
- Read and interpret maps and basic blueprints
- Follow safety practices and recognize hazards;
- Maintain accurate records
- Assign and lead work of other employees
- Communicate effectively orally and in writing;
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Safely operate dump trucks, backhoe, forklift, vacuum trucks, water camera inspection equipment, water trucks, generators, and other heavy equipment;

Education: ~~The equivalent of a high school diploma~~ High school diploma or equivalent.

Experience: Three ~~(3)-years water maintenance~~ experience in the maintenance, repair and construction of water systems.

Certifications/License: Possession of: ~~a~~

- A valid California motor vehicle operator's Class C-A driver's license and an acceptable driving record are required by time of appointment;
- State of California Grade III Water Distribution Certificate.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS –

~~Work involves exposure to potential physical harm, dangerous machinery, confined spaces and performs moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, climb, balance, lift heavy objects up to 100 pounds and~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE LEADWORKER

~~perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance work in confined spaces, lift heavy objects (up to 100 pounds) and perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited, to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. June 2011 JD

ITEM # 7

HANDOUTS WILL BE PROVIDED AT
COMMISSION MEETING

ITEM # 9

Vacant Position List

& RECRUITMENT STATUS REPORT

as of June 2, 2011

DEPT	JOB TITLE	QTY	STATUS
ADMINISTRATION			
	None		
CITY ATTORNEY			
	None		
CITY CLERK			
	None		
CITY TREASURER			
	None		
COMMUNITY SERVICES			
	Administrative Analyst, Senior	1	On hold
	Director of Community Services	1	On hold
	Marine Safety Officer II	1	On hold
	Parking & Camping Assistant	1	On hold
	Recreation Supervisor	1	Freeze Waiver recd - Pending classification review
ECONOMIC DEVELOPMENT			
	Development Specialist	1	On hold
FINANCE			
	Accounting Technician I	1	On hold
	Budget Analyst, Senior	1	On hold
FIRE			
	Deputy Fire Marshal	1	On hold
	Emergency Services Coordinator	0	Freeze Waiver recd - Names certified to Dept. 6/1/11 - Currently underfilled
	Fire Battalion Chief	1	On hold
	Fire Captain	2	On hold
	Fire Engineer	1	On hold

Firefighter	2	On hold
Firefighter Paramedic	2	On hold

HUMAN RESOURCES

None

INFORMATION SERVICES

None

LIBRARY

Librarian	2	On hold
Theater/Media Technician	1	On hold

PLANNING & BUILDING

Administrative Secretary	1	On hold
Permit & Plan Check Manager	1	On hold
Plan Check Engineer	1	On hold

POLICE

Administrative Assistant	1	On hold
Communications Operator	3	On hold
Parking/Traffic Control Officer	1	Freeze Waiver recd - Testing 6/10/11
Police Captain	1	On hold
Police Lieutenant	2	On hold
Police Officer	23	Freeze Waiver recd - Eligible list established 1/13/11
Police Records Spec (Tech)	4	Freeze Waiver recd for (2) - Eligible list established 5/13/11
Police Recruit	4	On hold
Police Services Specialist	2	Freeze Waiver recd for (2) - Eligible list established 3/16/11

PUBLIC WORKS

Administrative Secretary	1	On hold
Equip/Auto Maint Crewleader	2	On hold
Facilities Maintenance Crewleader	2	On hold
Facilities Maintenance Technician	1	On hold
Landscape Maint Leadworker	2	On hold
Landscape Maint Supervisor	1	On hold
Office Assistant II	1	On hold
Project Manager	1	On hold
Signs & Markings Crewleader	1	On hold
Traffic Maint. Service Worker	1	On hold

Tree Maintenance Crewleader	1	On hold
Wastewater Equip. Operator	1	On hold
Wastewater Operations Ldwrkr	1	On hold
Water Distribution Leadworker	2	On hold

TOTAL	82	
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